

**gloucester city**  
**LIBRARY**

RECEIVED & INSPECTED  
MAR 22 2004  
FCC - MAILROOM

March 10, 2004

**Re: CC Docket No. 02-6**

Federal Communications Commission  
Office of the Secretary  
445 12<sup>th</sup> St SW  
Washington, DC 20554

To Whom It May Concern:

Enclosed please find our appeal of a decision made by the SLD regarding our application for discounts on telecommunications. These are additional copies of the appeal originally sent to you in August of 2003, when we first appealed to the SLD.

The letter and attachments are self-explanatory.

Thank you for your attention.

Sincerely,

Elizabeth Egan

No. of Copies rec'd \_\_\_\_\_  
List ABCDE \_\_\_\_\_



Universal Service Administrative Company  
Schools & Libraries Division

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**Administrator's Decision on Appeal**

March 5, 2004

Elizabeth Egan  
Gloucester City Library  
50 N Railroad Ave  
Gloucester City, NJ 08030

|    |                        |           |
|----|------------------------|-----------|
| Re | Application Number     | 340776    |
|    | Billed Entity Number   | 123191    |
|    | Funding Year           | 2003-2004 |
|    | Decision Letter Date   | 5/1/2003  |
|    | Date Appeal Postmarked | 8/15/2003 |

Our records show that your appeal was postmarked more than 60 days after the date your Funding Commitment Decision Letter was issued, as shown above. Federal Communications Commission (FCC) rules require applicants to postmark appeals within 60 days of the date on the decision letter being appealed. FCC rules do not permit the SLD to consider your appeal.

If you believe there is a basis for further examination of your application, you may file an appeal with the FCC. You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be **POSTMARKED** within 60 days of the above date on this letter. Failure to meet this requirement will result in automatic dismissal of your appeal. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau via e-mail at [question@universalservice.org](mailto:question@universalservice.org), toll-free via fax at 1-888-276-8736 or toll-free via phone at 1-888-203-8100. We strongly recommend that you use the electronic filing.

Schools and Libraries Division  
Universal Services Administrative Company

August 15, 2003

Letter of Appeal  
Schools and Libraries Division  
Box 125  
Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Applicant Name: Gloucester City Library  
471 Application Number 340776  
Billed Entity 123191

#### APPEAL

Sirs:

On 12/10/02 (see attached e-mail copy) we wrote to your company indicating that we would like to cancel Form 471 #340776.

On 1/14/03, we received a response from your office (see attached e-mail copy) saying that we didn't have to wait until our first form was cancelled to submit a new form.

Shortly thereafter, we decided that we did not want to cancel #340776.

We received our Receipt Acknowledgement Letter dated 1/22/03 indicating that #340776 was in order, including our requested pre-discount dollar amounts and discount percentage. Everything we submitted on #340776 was as we had submitted to you, unchanged, according to this RAL dated 1/22/03.

On 7/31/03, when starting Form 486, we discovered that we had not yet received our Funding Commitment Decision Letter. We called your offices to ask when we could expect to receive it, and we were told that it had been mailed in May. As we had not received it, we asked for a copy (see attached "Letter Re-Order Advisory Cover Sheet").

Upon receipt of the copy of the Funding Commitment Decision Letter (FCDL) we discovered that we were to be funded at \$0.00. This, of course, is not what was indicated in our RAL.

From discussion with your office (case # 1-1167319), it appears that someone in your office cancelled application # 340776 based upon our e-mail inquiry for information. We were never informed that the cancellation had taken place, and were assured that it HAD NOT been cancelled when we received our RAL dated 1/22/03. BASED UPON OUR RAL IT WAS APPARENT THAT #340776 WAS IN ORDER AS OF 1/22/03.

We were further concerned when we learned that the window for appealing these errors had passed (60 days from the date of the FCDL which was dated 5/1/03). We did not receive the FCDL until August.

We request that #340776 be acknowledged as submitted, that we be funded as requested. We followed all procedures as required.

It is poor practice, and unprofessional, that a Form 471 can be cancelled based upon an e-mail request for information, and it is inexcusable that we were never informed that the cancellation occurred and that we never received our FCDL until we called and asked for a copy. Further, it is inappropriate for your office to attempt to dismiss this appeal based upon expiration of the appeal window.

An error on the part of your office that can result in the loss of funding to this public library, which serves a largely impoverished community, is unacceptable. Again, we request that you correct your errors and honor Form 471 Application #340776 as submitted.

Sincerely,



Elizabeth Egan  
Director, Gloucester City Library  
50 N Railroad Ave  
Gloucester City, NJ 08030  
856-456-4181  
eegan@camden lib.nj.us

cc: cc

**Pfeifer, Roger**

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**To:** LW NECA OUTGOING  
**Subject:** 471 Application ID <form identifier> -PR Case ID#<case#>

**Schools and Libraries Division  
 Client Service Bureau**

Help Line : (888) 203-8100  
 Fax: (888) 276-8736  
 E-Mail: sld-problem-resolution@pearson.com

# Fax

**To:** Elizabeth Egan  
**Fax:** 1-856-456-6724  
**Phone:**  
**Re:** 471# 340776  
**From:** Roger  
**Pages:** 3  
**Date:** 8/14/2003

☐ **Urgent !** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply !** ☐ **Please Recycle**

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Elizabeth,

Here are the copies of email correspondence Schools and Libraries received and replied to on January 8 and 14, 2003. Please let me know if you need any further assistance.

Thank you,  
 Roger Pfeifer

Client Service Bureau/Problem Resolution  
 Schools and Libraries Division  
 Help Line: (888) 203-8100  
 Fax: (888) 276-8736  
 E-Mail: sld-problem-resolution@pearson.com

**Taylor, Laura**

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**From:** E-Rate, SLC  
**Sent:** Tuesday, January 14, 2003 12:06 PM  
**To:** 'Elizabeth Egan'  
**Subject:** RE: cancel form 471 - 175534

Thank you for your inquiry. It is not necessary to wait until the first form is canceled to submit the new form. The deadline for resubmitting the Form 471 is February 6, 2003 at 11:59 p.m. Eastern time.

If you have any further questions, please feel free to contact our Schools and Libraries Helpline at 888-203-8100 or contact us at [question@universalservice.org](mailto:question@universalservice.org). Please remember to visit our website for updates: <http://www.sl.universalservice.org>

Thank you,  
Schools and Libraries Division  
Universal Service Administrative Company  
<hmg,dkw>

-----Original Message-----

**From:** Elizabeth Egan [SMTP:eeegan@camden.lib.nj.us]  
**Sent:** Tuesday, January 14, 2003 10:45 AM  
**To:** [question@universalservice.org](mailto:question@universalservice.org)  
**Subject:** FW: cancel form 471

I am still awaiting an answer for this question.

-----Original Message-----

**From:** Elizabeth Egan [mailto:eeegan@camden.lib.nj.us]  
**Sent:** Wednesday, January 08, 2003 12:06 PM  
**To:** [question@universalservice.org](mailto:question@universalservice.org)  
**Subject:** cancel form 471

Dear Sir/Madam;

On 12/10/02 Gloucester City Library (entity #123191) sent to you Form 471 application #340776. We would like to cancel this and submit a revised form 471.

We would like to do this as we have just learned from our telecommunications carrier (Verizon) that the discounted T1 line that they supply to us for \$300/month is now eligible for E-rate discounts also. In the past this was not the case. We are anxious to include the discounts for the T1 line in our form 471.

Thank you

Please inform us as to the deadline for the corrected submission of our form 471.

Elizabeth Egan, Director  
Gloucester City Library  
50 N. Railroad Ave  
Gloucester City NJ 08030  
856-456-4181

**Taylor, Laura**

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**From:** E-Rate, SLC  
**Sent:** Wednesday, January 08, 2003 1:33 PM  
**To:** 'Elizabeth Egan'  
**Subject:** RE: cancel form 471 Case # 175534

Thank you for your inquiry. This information has been forwarded to the proper department.

If you have any further questions, please feel free to contact our Schools and Libraries Helpline at 888-203-8100 or contact us at [question@universalservice.org](mailto:question@universalservice.org). Please remember to visit our website for updates:  
<http://www.sl.universalservice.org>

Thank you,  
 Schools and Libraries Division  
 Universal Service Administrative Company

<gmm,dkw>

-----Original Message-----

**From:** Elizabeth Egan [<mailto:eeegan@camden.lib.nj.us>]  
**Sent:** Wednesday, January 08, 2003 11:06 AM  
**To:** [question@universalservice.org](mailto:question@universalservice.org)  
**Subject:** cancel form 471

Dear Sir/Madam,

On 12/10/02 Gloucester City Library (entity #123191) sent to you Form 471 application #340776. We would like to cancel this and submit a revised form 471.

We would like to do this as we have just learned from our telecommunications carrier (Verizon) that the discounted T1 line that they supply to us for \$300/month is now eligible for erate discounts also. In the past this was not the case. We are anxious to include the discounts for the T1 line in our form 471.

Thank you.

Please inform as to the deadline for the corrected submission of our form 471.

Elizabeth Egan, Director  
 Gloucester City Library  
 50 N Railroad Ave  
 Gloucester City NJ 08030  
 856-456-4181



Universal Service Administrative Company  
Schools & Libraries Division

FORM 471 RECEIPT ACKNOWLEDGMENT LETTER  
(Funding Year 2003: 07/01/2003 - 06/30/2004)

*orig request  
case #*

January 22, 2003

GLOUCESTER CITY LIBRARY  
Elizabeth Egan  
HUDSON AND MONMOUTH STREETS  
GLOUCESTER CY, NJ 08030

Re: Form 471 Application Number: 340776  
Funding Year 2003: 07/01/2003 - 06/30/2004  
Applicant's Form Identifier: erate 2003  
Billed Entity Number: 123191

NOTICE: This notification is an acknowledgment of RECEIPT and SUCCESSFUL DATA ENTRY of your FCC Form 471, Services Ordered and Certification Form, reflecting \$3,360.00 in total program year pre-discount costs for services. This letter confirms that the Form 471 and signed or electronically certified Form 471 Certification have been received.

NOTE: Item 25 on the Form 471 is a certification that you have secured access to the resources necessary to pay for (1) the non-discounted portion of the costs for eligible services within the funding year as well as (2) the ineligible products and services to make effective use of the eligible services you have requested. "Secured access" means that you can show that these funds are, or will be, part of your annual budget; or, if you are obtaining the funds from an outside source, that these funds have been promised to you. IF YOU OBTAIN THESE FUNDS FROM AN OUTSIDE SOURCE, THE FUNDS MUST NOT COME DIRECTLY OR INDIRECTLY FROM YOUR SERVICE PROVIDER(S). YOUR SERVICE PROVIDER(S) MAY NOT WAIVE THE NON-DISCOUNTED PORTION OF THE COSTS.

This letter does NOT contain any decisions concerning your requests for discounts. Note, however, the three-week response deadline described below.

Please keep this letter for your records. The Form 471 Application Number cited above is critical for you to link your application to future Schools and Libraries Division (SLD) communications.

Please be advised that the last of your Form 471 application materials identified above was postmarked or received by the SLD on 12/13/2002 and successfully entered into our data system. SLD's Program Integrity Assurance (PIA) Team will now review your application for compliance with program rules. Once the review of your application has been completed, you will receive one or more Funding Commitment Decision Letters (FCDL) to inform you of the disposition of your application. Until you receive an FCDL from the SLD, you cannot assume that you will receive the discounts for which you are applying.

Your application will be considered within the Form 471 application filing window wherein all applications that meet the Minimum Processing Standards are treated as though they were received on the same day.

HOW TO USE THIS 471 RECEIPT ACKNOWLEDGMENT LETTER (RAL) TO CORRECT INFORMATION ON YOUR FORM 471 (ACT WITHIN 3 WEEKS!)

If you find data entry errors on this letter, or you previously identified errors on your Form 471, these can be corrected using this Form 471 RAL. Examples of the errors



that can be corrected are.

**CORRECTIONS TO BLOCK 1 INFORMATION:** You may correct Block 1 items such as the applicant's e-mail address, contact person's name, street address, etc.

**REDUCTIONS TO BLOCK 5 FUNDING REQUESTS:** You may request reductions to Block 5 Funding Requests except for those that would increase your discount percentage due to a change in recipients of that Block 5 service. You may wish to reduce requests if you.

- will not be able to make use of services for which you requested Funding Year 2003 discounts, or
- based your Funding Year 2003 funding request(s) for tariffed or month-to-month service on a projected rate increase that is now known to be much smaller than expected.

**CANCELLATIONS OF BLOCK 5 FUNDING REQUESTS:** You may wish to request to cancel Block 5 Funding Requests if you:

- duplicated pending requests in Forms 471 where you had not received an FCDL before the close of the Form 471 application filing window, or
- will not be able to make use of services for which you requested Funding Year 2003 discounts.

The SLD encourages applicants who know that they will not use all of the amounts requested to notify the SLD of an appropriate reduction to or cancellation of these Funding Requests. This action would allow the SLD to distribute the amounts that are available for the funding year more effectively

**CORRECTION OF AN INCORRECT SPIN (Service Provider Identification Number):**

Corrective SPIN Changes are allowed. These include corrections because

- there was a data entry error, or
- the company has merged with or been acquired by another company.

Requests to change service providers for other reasons cannot be accommodated through the RAL Correction Process.

**UNBUNDLING AN FRN:** You may request to "split" or "unbundle" incorrectly combined FRNs with two or more services from different service providers (for example, local phone service from one company and long distance service from another), or from different eligible service categories (such as Internal Connections and Internet Access).

NOTE: The total dollar amount represented by the newly divided FRNs must not exceed the amount you requested for the original combined FRN. On the photocopy of your RAL, cross out the original bundled FRN, then write in the SPIN, Service Provider Name, Services Ordered category, Total Program Year Pre-Discount dollar Amount, and Discount for each distinct service you have now "unbundled" making sure that the total dollars requested add up to no more than the ORIGINAL request.

#### REMINDER TO LIBRARY APPLICANTS

The FCC has approved a revised method for libraries to calculate their E-rate discounts. Library outlet/branches now obtain their discount percentages directly from the Discount Matrix, using (1) the percentage of students eligible for the National School Lunch Program in the school district in which the library outlet/branch is located and (2) the Rural or Urban status of the library outlet/branch. In previous funding years, a library outlet/branch used the Weighted Average Discount of the school district in which the library outlet/branch was located, and entered that Weighted Average Discount in the far right-hand column of Form 471 Block 4 Worksheet B.

If the discount for a library outlet or branch entered on a paper Form 471 Block 4 Worksheet was not from the Discount Matrix, the SLD used the next highest discount percentage from the Discount Matrix to complete data entry of the form.

YOU SHOULD NOT REQUEST A CORRECTION IF YOU SEE A HIGHER DISCOUNT OR A HIGHER FUNDING REQUEST IN YOUR RAL THAN THE DISCOUNT AND REQUEST YOU SUBMITTED ON YOUR PAPER FORM. SLD'S PIA TEAM WILL CONTACT YOU TO VERIFY THE DISCOUNT TO WHICH YOU ARE ENTITLED USING THE REVISED METHOD, AND ADJUST THE DISCOUNT IF NECESSARY.

To notify us of the allowable corrections you wish to make, please note that the SLD must receive these corrections within three weeks of the date of this letter. Follow these simple steps to make corrections:

1. Photocopy your RAL.
2. Draw a line through each incorrect item, and mark clearly next to it what the correct

3. information should be  
Please write the name of the contact person and the contact person's e-mail address, fax number, or telephone number on the first page of the RAL copy that will be sent to the SLD so that we can contact you if we have questions about your requested changes.
4. Make a photocopy of your marked-up letter to keep for your files.
5. Send your marked-up letter to arrive within three weeks of the date of this RAL. Corrections may also be filed electronically, either by e-mail or by fax. Requests submitted by e-mail or fax will be considered filed on a business day if they are received at the SLD at any time up to 12:00 a.m. (midnight) ET. Requests received after that time will be considered received on the next business day.

Send your marked-up letter by US Postal Service or other carrier to:

Data Entry Corrections  
Schools and Libraries Division  
Box 125 - Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Send your marked-up letter by e-mail to:

[sldcorrespondenceunit@sl.universalservice.org](mailto:sldcorrespondenceunit@sl.universalservice.org).

To be filed by e-mail, your marked-up letter should be scanned (TIF file format is preferred). Total file size of the e-mail message must be limited to less than 10 Megabytes. The SLD will automatically reply to incoming e-mails to confirm receipt.

Send your marked-up letter by fax to:

(973) 599-6526

6. Allowable corrections received in a timely fashion will be reflected in your FCDL. We will not make corrections that do not fall into the categories defined as allowable corrections above. Please note that, except for the automated e-mail response, the SLD will not advise you that we have received your "change request."
7. Please notify your service provider of any corrections to the RAL that you submit to the SLD. Your service provider has also received a copy of the original RAL letter. This correction will help your service provider keep your records updated.

#### EXPLANATION OF LINE ITEM INFORMATION

Certain information from each Block 5 of Form 471 Application Number 340776 that passed Minimum Processing Standards and that could be entered into our data system is shown below. There are six important components of information shown for each Block 5:

1. FRN (Funding Request Number): The unique number assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to applicants and service providers the status of individual discount funding requests submitted on a Form 471.
2. SPIN (Service Provider Identification Number): The unique number assigned by USAC to the service provider you identified as providing the service included in this FRN.
3. Service Provider Name: The name of the service provider that you identified as providing the service included in this FRN.
4. Category of Service: The type of service for which you have requested discounts in each Block 5 funding request. The categories of services are: Telecommunications Services (Telc Svc); Internet Access (Inet Acc); Internal Connections (Intr Con).
5. Pre-discount Dollar Amount: The total annual pre-discount cost for each FRN. This amount is taken from Block 5, Item 23I.
6. Discount Percentage: The discount percentage from Block 5, Item 23J.

If you would like to view additional funding request data, click the "Data Requests" button on the SLD web site at [www.sl.universalservice.org](http://www.sl.universalservice.org) and follow the instructions provided. If you would like to view your entire Form 471 application, click the "Display" button in the Apply Online & View Forms area of the SLD web site and enter your Form 471 Application Number and Security Code.

#### MISSING FRNs

If information about a particular FRN is not included in the itemized list of Block 5 FRNs set forth above, this is because the FRN did not pass Minimum Processing Standards. If this is the case, you will receive a separate letter from the SLD informing you that these FRNs have been rejected, with an explanation of the reason for rejection. If you believe that there were FRNs included in your Form 471 that are not listed in this

letter AND you do not receive a letter informing you that those FRNs are rejected, please write to us at the address listed at the bottom of this letter. See also "QUESTIONS ABOUT THIS LETTER" below.

Please note that the SLD Client Service Bureau may not have the information necessary to respond to your inquiry; therefore, your letter should be sent to the New Jersey address featured below.

#### FUTURE CONTACTS WITH PIA

It may be important for us to contact you as our PIA (Program Integrity Assurance) Team reviews the funding requests contained in your Form 471. Our requests for clarification and/or additional documentation will require a prompt response. The due date for such responses will be established at the time that the PIA Team contacts you. Please make sure that the contact person on your application is available to speak with the PIA Team, or that a surrogate is available. In addition, you should monitor on a daily basis the fax and e-mail locations that you may have cited in your Form 471 for the applicant and for the contact person for the applicant.

#### COMMUNICATIONS WITH YOUR SERVICE PROVIDERS

The SLD is also sharing this FRN information with service providers whose SPINs are listed on Form 471 applications. This information is provided so that service providers can undertake the preparatory steps of identifying their potential customers for whom discounts may be issued. NO DISCOUNTS will be provided until after:

- the SLD issues the Funding Commitment Decision Letter for a particular application; AND
- technology plans, if applicable, have been approved; AND
- the applicant submits a Form 486 with a valid service start date.

The SLD encourages Form 471 applicants to contact their service providers to inform the service providers of the funding requests submitted to the SLD. Service providers may request additional information concerning the specific services contained within each funding request in order to facilitate discounted billing. Applicants are encouraged to share this information with service providers in order for the service providers to begin the preparatory billing steps.

#### QUESTIONS ABOUT THIS LETTER

If you have any questions regarding the above information, please write to us at:

SLD  
Box 125-Correspondence Unit  
80 South Jefferson Road  
Whippany, NJ 07981

Schools and Libraries Division  
Universal Service Administrative Company

FRN: 918236  
SPIN: 143001362 Service Provider Name: Verizon - New Jersey, Inc.  
Category of Services: Telc Svc(s)  
Pre-discount Dollar Amount: \$2,760 00  
Discount Percentage: 60%

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FRN: 918239  
SPIN: 143001192 Service Provider Name: AT&T Corp.  
Category of Services: Telc Svc(s)  
Pre-discount Dollar Amount: \$600.00  
Discount Percentage: 60%

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# SCHOOLS AND LIBRARIES DIVISION

## Letter Re-Order Advisory Cover Sheet

To Gloucester City Library Date 8-4-03  
Elizabeth Egan  
Hudson & Monmouth Streets  
Gloucester City NJ 08030

### Important Notice

Attached you will find a copy of the requested letter. It is important to note that all terms, conditions, dates and/or actions imposed by the Schools and Libraries Program on applicants or service providers that are dependent on the specific dates in effect with the original letter remain unchanged.

This advisory is especially important if you are considering filing an appeal See the "Appeals Procedure" in the Reference Area of the SLD web site <[www.sl.universalservice.org](http://www.sl.universalservice.org)> for more information on appeal deadlines and how to file your appeal.  
Schools and Libraries Division

Re Form 470 Application # \_\_\_\_\_ Form 471 Application# 340776  
SPIN# \_\_\_\_\_ BEN# 123191

### Letter Type Requested:

|  |          |
|--|----------|
| Form 470 Receipt Notification Letter (Applicants Only)                 | _____    |
| Form 471 Receipt Acknowledgement Letter (RAL) – Applicant              | _____    |
| Form 471 Receipt Acknowledgement Letter (RAL) – Service Provider       | _____    |
| Funding Commitment Decision Letter (FCDL) – Applicant                  | <u>X</u> |
| Funding Commitment Decision Letter (FCDL) – Service Provider           | _____    |
| Appeal Funding Commitment Decision Letter – Applicant                  | _____    |
| Appeal Funding Commitment Decision Letter – Service Provider           | _____    |
| Form 486 Notification Letter - Applicant                               | _____    |
| Form 486 Notification Letter - Service Provider                        | _____    |
| Form 500 Notification Letter – Applicant                               | _____    |
| Form 500 Notification Letter – Service Provider                        | _____    |
| Billed Entity Applicant Reimbursement (BEAR) Letter – Applicant        | _____    |
| Billed Entity Applicant Reimbursement (BEAR) Letter – Service Provider | _____    |
| Quarterly Disbursements  | _____    |

Requested By Elizabeth Egan Tel # 856-456-6224 Request Date 7-31-03

*Roger Tech client services*  
*case # 1-1167319*



**Universal Service Administrative Company**  
**Schools & Libraries Division**

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**FUNDING COMMITMENT DECISION LETTER**

(Funding Year 2003: 07/01/2003 - 06/30/2004)

May 1, 2003

GLOUCESTER CITY LIBRARY  
Elizabeth Egan  
HUDSON AND MONMOUTH STREETS  
GLOUCESTER CY, NJ 08030

Re: Form 471 Application Number 340776  
Funding Year 2003: 07/01/2003 - 06/30/2004  
Billed Entity Number 123191  
Applicant's Form Identifier erate 2003

Thank you for your Funding Year 2003 E-rate application and for any assistance you provided throughout our review. Here is the current status of the funding request(s) featured in the Funding Commitment Report at the end of this letter.

Please refer to the Funding Commitment Report on the page following this letter for specific funding request decisions and explanations.

**NEW FOR FUNDING YEAR 2003**

The Important Reminders and Deadlines immediately preceding this letter are provided to assist you throughout the application process.

**NEXT STEPS**

- Review technology planning requirements
- Review CIPA Requirements
- File Form 486
- Invoice the SLD using the Form 474 (service providers) or Form 472 (Billed Entity)

**FUNDING COMMITMENT REPORT**

On the pages following this letter, we have provided a Funding Commitment Report for the Form 471 application cited above. The enclosed report includes a list of the Funding Request Number(s) (FRNs) from your application. The SLD is also sending this information to your service provider(s) so preparations can be made to begin implementing your E-rate discount(s) upon the filing of your Form 486. Immediately preceding the Funding Commitment Report, you will find a guide that defines each line of the Report.

**TO APPEAL THIS DECISION**

If you wish to appeal the decision indicated in this letter, your appeal must be RECEIVED BY THE SCHOOLS AND LIBRARIES DIVISION (SLD) WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. In your letter of appeal:

1. Include the name, address, telephone number, fax number, and e-mail address (if available) for the person who can most readily discuss this appeal with us.
2. State outright that your letter is an appeal. Identify which Funding Commitment Decision Letter (FCDL) you are appealing. Indicate the relevant funding year and

DUPLICATE LETTER

the date of the ECCL. Your letter of appeal must also include the applicant name, the Form 471 Application Number, and the Billed Entity Number from the top of your letter.

- 3 When explaining your appeal, copy the language or text from the funding synopsis that is at the heart of your appeal, to allow the SLD to more readily understand and respond appropriately. Please keep your letter to the point, and provide documentation to support your appeal. Be sure to keep copies of your correspondence and documentation.
- 4 Provide an authorized signature on your letter of appeal.

If you are submitting your appeal on paper, please send your appeal to: Letter of Appeal, Schools and Libraries Division, Box 125 - Correspondence Unit, 80 South Jefferson Road, Whippany, NJ 07981. Additional options for filing an appeal can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We encourage the use of either the e-mail or fax filing options to expedite filing your appeal.

While we encourage you to resolve your appeal with the SLD first, you have the option of filing an appeal directly with the Federal Communications Commission (FCC). You should refer to CC Docket No. 02-6 on the first page of your appeal to the FCC. Your appeal must be RECEIVED BY THE FCC WITHIN 60 DAYS OF THE ABOVE DATE ON THIS LETTER. Failure to meet this requirement will result in automatic dismissal of your appeal. Further information and options for filing an appeal directly with the FCC can be found in the "Appeals Procedure" posted in the Reference Area of the SLD web site or by contacting the Client Service Bureau. We strongly recommend that you use either the e-mail or fax filing options because of continued substantial delays in mail delivery to the FCC. If you are submitting your appeal via United States Postal Service, send to: FCC, Office of the Secretary, 445 12th Street SW, Washington, DC 20554.

#### NOTICE ON RULES AND FUNDS AVAILABILITY

Applicants' receipt of funding commitments is contingent on their compliance with all statutory, regulatory, and procedural requirements of the Schools and Libraries Universal Service Support Mechanism. Applicants who have received funding commitments continue to be subject to audits and other reviews that the SLD and/or the FCC may undertake periodically to assure that funds that have been committed are being used in accordance with all such requirements. The SLD may be required to reduce or cancel funding commitments that were not issued in accordance with such requirements, whether due to action or inaction, including but not limited to that by the SLD, the applicant, or the service provider. The SLD, and other appropriate authorities (including but not limited to USAC and the FCC), may pursue enforcement actions and other means of recourse to collect erroneously disbursed funds. The timing of payment of invoices may also be affected by the availability of funds based on the amount of funds collected from contributing telecommunications companies.

Schools and Libraries Division  
Universal Service Administrative Company

DUPLICATE LETTER

## A GUIDE TO THE FUNDING COMMITMENT REPORT

A report for each F-rate funding request from your application is attached to this letter. We are providing the following definitions for the items in that report.

**FORM 471 APPLICATION NUMBER** The unique identifier assigned to a Form 471 application by the SLD

**FUNDING REQUEST NUMBER (FRN)** A Funding Request Number is assigned by the SLD to each Block 5 of your Form 471 once an application has been processed. This number is used to report to Applicants and Service Providers the status of individual discount funding requests submitted on a Form 471.

**FUNDING STATUS** Each FRN will have one of the following definitions:

1. An FRN that is "Funded" will be approved at the level that the SLD determined is appropriate for that item. The funding level will generally be the level requested unless the SLD determines during the application review process that some adjustment is appropriate.
2. An FRN that is "Not Funded" is one for which no funds will be committed. The reason for the decision will be briefly explained in the "Funding Commitment Decision," and amplification of that explanation may be offered in the section, "Funding Commitment Decision Explanation." An FRN may be "Not Funded" because the request does not comply with program rules, or because the total amount of funding available for this Funding Year was insufficient to fund all requests.
3. An FRN that is "As Yet Unfunded" reflects a temporary status that is assigned to an FRN when the SLD is uncertain at the time the letter is generated whether there will be sufficient funds to make commitments for requests for Internal Connections at a particular discount level. For example, if your application included requests for discounts on both Telecommunications Services and Internal Connections, you might receive a letter with funding commitments for your Telecommunications Services funding requests and a message that your Internal Connections requests are "As Yet Unfunded." You would receive one or more subsequent letters regarding the funding decision on your Internal Connections requests.

**SERVICES ORDERED** The type of service ordered from the service provider, as shown on Form 471.

**SPIN (Service Provider Identification Number):** A unique number assigned by the Universal Service Administrative Company to service providers seeking payment from the Universal Service Fund for participating in the universal service support mechanisms. A SPIN is also used to verify delivery of services and to arrange for payment.

**SERVICE PROVIDER NAME** The legal name of the service provider.

**CONTRACT NUMBER:** The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on Form 471.

**BILLING ACCOUNT NUMBER** The account number that your service provider has established with you for billing purposes. This will be present only if a Billing Account Number was provided on Form 471.

**EARLIEST POSSIBLE EFFECTIVE DATE OF DISCOUNT.** The first possible date of service for which the SLD will reimburse service providers for the discounts for the service.

**CONTRACT EXPIRATION DATE:** The date the contract expires. This will be present only if a contract expiration date was provided on Form 471.

**SITE IDENTIFIER** The Entity Number listed in Form 471, Block 5, Item 22a will be listed. This will appear only for "site specific" FRNs.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE RECURRING CHARGES:** Eligible monthly pre-discount amount approved for recurring charges multiplied by number of months of recurring service provided in the funding year.

**ANNUAL PRE-DISCOUNT AMOUNT FOR ELIGIBLE NON-RECURRING CHARGES:** Annual eligible non-recurring charges approved for the funding year.

## DUPLICATE LETTER



PPE DISCOUNT AMOUNT Amount in Form 471, Block 5, Item 23I, as determined through the application review process

DISCOUNT PERCENTAGE APPROVED BY THE SLD This is the discount rate that the SLD has approved for this service.

FUNDING COMMITMENT DECISION This represents the total amount of funding that the SLD has reserved to reimburse service providers for the approved discounts for this service for this funding year. It is important that you and the service provider both recognize that the SLD should be invoiced and the SLD may direct disbursement of discounts only for eligible, approved services actually rendered.

FUNDING COMMITMENT DECISION EXPLANATION. This entry may amplify the comments in the "Funding Commitment Decision" area.

DUPLICATE LETTER

FUNDING COMMITMENT REPORT

Form 471 Application Number 340776  
Funding Request Number: 918236 Funding Status Not Funded  
Services Ordered: Telecommunications Service  
SPIN 143001362 Service Provider Name: Verizon - New Jersey, Inc.  
Contract Number T  
Billing Account Number 856-456-4181  
Earliest Possible Effective Date of Discount 07/01/2003  
Contract Expiration Date 06/30/2004  
Site Identifier 123191  
Annual Pre-discount Amount for Eligible Recurring Charges: \$2,760.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges \$.00  
Pre-discount Amount \$2,760.00  
Discount Percentage Approved by the SLD N/A  
Funding Commitment Decision: \$0.00 - Applicant request  
Funding Commitment Decision Explanation: FRN canceled in accordance with RAL request.

Funding Request Number 918239 Funding Status Not Funded  
Services Ordered Telecommunications Service  
SPIN 143001192 Service Provider Name: AT&T Corp  
Contract Number T  
Billing Account Number 856-456 4181  
Earliest Possible Effective Date of Discount 07/01/2003  
Contract Expiration Date 06/30/2004  
Site Identifier 123191  
Annual Pre-discount Amount for Eligible Recurring Charges: \$600.00  
Annual Pre-discount Amount for Eligible Non-recurring Charges \$.00  
Pre-discount Amount: \$600.00  
Discount Percentage Approved by the SLD: N/A  
Funding Commitment Decision \$0.00 - Applicant request  
Funding Commitment Decision Explanation FRN canceled in accordance with RAL request.

DUPLICATE LETTER